WST2

WSDOT's Highways & Local Programs and the WST2 Center present:

Making Effective Presentations

November 4, 2004 (#673)   **Pierce Co. Library Processing & Administrative Center**
3005 112th Street E., Tacoma, WA 98446 (253) 536-6500

(The phone number shown above is to use in case of emergency to contact a student in the class.)

Cost: $85   **Time: 8:00 a.m. to 5:00 p.m.**   **Class Size: 12**

Instructor: Tom Peterson, Bates Technical College

Target Audience
This course is for anyone who wants to gain skills in preparing and giving presentations before a group.

Course Description
Speaking before a group is a skill that can be learned and involves knowing how to prepare and practice to accomplish your desired results. This workshop gives you practice in developing your communication skills and presenting your ideas clearly, confidently and persuasively.

Objectives
Participants will learn how to:
1. Select, plan and prepare topics for presentation to a group in a business setting,
2. Present 2-3 topics during the duration of the service, using the structure and techniques taught in the workshops,
3. Evaluate the effectiveness of presentations by applying elements of constructive critique

Course Agenda
1. Overcoming the initial barrier: Stage Fright
2. Planning the presentation
    a. Defining the purpose
    b. Analyzing the audience
    c. Establishing the setting
3. Preparing the presentation
    a. Writing the introduction
    b. Developing the outline of the body of the presentation
    c. Summarizing and the conclusion
4. Practice makes perfect
    a. Individual presentations
5. Polishing the presentation
    a. Communicating clearly
    b. Delivery with dash and flair
    c. Using humor
    d. Handling questions
6. Evaluating your presentation

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Questions? Contact Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov.

Registration: You can register on-line using this link: On-line Registration Form. Fill in your information*, select your class from the list, then press "Submit." You will receive an e-mail notification with driving directions to the training site when we process your request. **If you do not receive this e-mail notification within a few days, you may not be registered and should contact us by phone.**

Please do not prepay, an invoice will be mailed after the class. Confirmation letters are mailed three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov or phone (360) 705-7386.

* A "unique identifier" is now required when registering on-line. You might use the four digits of your phone number, your birthstone, birth date, child's name, pet name, etc., but please make it something you will remember. Our computer matches your last name with this identifier to automatically and quickly register you into a class.

(Disability accommodations provided upon request.)

Washington State Technology Transfer's Web Page: www.wsdot.wa.gov/TA/T2Center/t2hp.htm

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